

Policies

Open Studio Time

Open studio is available free of charge to all students who are currently enrolled in a multi-week class. Only enrolled students may participate in open studio. No guests or children may participate in open studio. Materials must be purchased separately. Additional equipment rental fees apply in the glass studio. Open studio hours and procedures differ among the studios and are posted for each session.

Withdrawals

Adult School, Youth Classes, and Workshops

A full refund, less a \$35 administrative fee, will be given to students who withdraw from a course one week or more prior to the first Monday of the session. A full refund, less a \$10 administrative fee, will be given to students who withdraw from a one-day Beginner or one-day "Learn to" class. No refunds will be given after that time. Verbal notification to the instructor or failure to attend classes is not regarded as official notices of withdrawal. Requests for withdrawal must be directed to the Registrar.

Weather Cancellations

A message regarding cancellations and delays will be recorded on the Center's telephone system. You may access this message by dialing 508-753-8183 and then pressing the number 5.

Smoking & Alcohol Policies

The Center is a smoke-free facility. No alcohol is permitted in the studios. Students will not be permitted in the studios if they have been using alcohol or controlled substances.

Cell Phone Use

Students, staff and faculty are asked to silence their cell phones during class. Cell phone conversations should be conducted outside of the classroom where they will not disrupt the class.
Photography of Classes

The Center reserves the right to photograph classes and workshops for promotional use.

Liability

The Center does not assume liability for lost or damaged projects or the loss of personal property. Please keep valuables with you or locked in a safe place. No studio tools, equipment or library books may be removed from the Center facility.

Scholarships

The Barrett Morgan Scholarship was created in honor of Barrett Morgan, a longstanding and dedicated member of our community. Awards will be made to students in the Adult School who demonstrate a dedication to learning craft and to the Center. We also offer a limited number of needs based scholarships for Adult School Students and SummerFun Summer Camp students. For applications and guidelines, contact the Registrar at ext. 3001.

Supplies

The supply section of the Gallery Gift Shop stocks many items needed for our classes and is open:

Monday – Friday, 10:00 am – 8:00 pm

Saturday, 10:00 am – 5:00 pm

Sunday, 12:00 pm – 4:00 pm

Materials Fees/Studio Fees

Studio fees cover the cost of consumables (gas, chemicals, blades, etc.) that are used by everyone in the studio.

Materials fees cover the costs of materials used by individuals for their individual projects. Tuition prices cover the cost of instruction and administrative overhead.

Gift Certificates

Gift certificates may be purchased for classes and workshops by calling the Registrar at ext. 3001.